

Certificate: Office Technologies

Curriculum Chair: Professor Janet Ranucci

Location: CLA-48 Telephone: (914) 606-6661

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ADVISOR NAME:

Developmental Courses as required based on placement scores

<input type="checkbox"/>	No Developmental Courses Required
<input type="checkbox"/>	ENG 91 Writing for College 1 – Score of 4 E Code 1 and below
<input type="checkbox"/>	ENG 92 Writing for College 2 – Score of 6 E Code 2
<input type="checkbox"/>	ESL 94 Academic Writing 1 – Score of 5 or 6 E Code 6
<input type="checkbox"/>	ESL 122 Academic Writing 2 (3 credits) – Score of 7 E Code 7
<input type="checkbox"/>	MATH 92 Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below
<input type="checkbox"/>	MATH 93 Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below OR MATH 94 Math Literacy – Arithmetic score 45 and above, Elementary Algebra 54 and below
<input type="checkbox"/>	READ 93 Foundation of College Reading – Score of 57 and below
<input type="checkbox"/>	READ 105 Analytical Reading (3 credits) – Score of 58 and higher

Program of Study

<input type="checkbox"/>	OFTEC 110 – Information Processing with Keyboarding: It is strongly recommended that students with minimal computer experience take OFTEC 110 Information Processing with Keyboarding before this course. Choose an item.
<input type="checkbox"/>	OFTEC 150 – Office Administration: Offered Fall Semester. Choose an item.
<input type="checkbox"/>	OFTEC 120 – Document Processing: Editing and Formatting: Basic word processing skills. Choose an item.
<input type="checkbox"/>	CIS 110 – Computer Information Systems Choose an item.
<input type="checkbox"/>	OFTEC 220 – Document Design and Desktop Publishing: Basic word processing skills. Choose an item.
<input type="checkbox"/>	OFTEC 210 – Spreadsheet and Database Applications: Offered Spring Semester. Choose an item.
<input type="checkbox"/>	OFTEC 240¹ – Business Communications Choose an item.
<input type="checkbox"/>	OFTEC 230 – Integrated Office Applications: Offered Spring Semester. Choose an item.

¹ College level writing skills needed to be successful in OFTEC 240. If unsure of skills, consult a counselor or the Curriculum chairperson.

Recommended Academic Plan

Fall One		Spring One		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>
OFTEC 110 – Information Processing with Keyboarding	3	OFTEC 240 – Business Communications	3			
OFTEC 120 – Document Processing: Editing and Formatting	3	OFTEC 210 - Spreadsheet and Database Applications	3			
OFTEC 150 – Office Administration	3	OFTEC 220 – Document Design and Desktop Publishing	3			
CIS 110 – Computer Information Systems	3	OFTEC 230 – Integrated Office Applications	3			
Fall Two		Spring Two		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>